

# Project Brief

Expressions of Interest

Collections Inventories and Significance Assessments



Closing date: 5pm Monday 7<sup>th</sup> June 2021



National Trust  
WESTERN AUSTRALIA

## CONTENTS

Introduction: .....	3
Background: .....	3
Project Aims: .....	3
Project Scope: .....	3
Copyright: .....	5
Project Timing: .....	5
Insurance Requirements: .....	5
Project Budget:.....	5
Form of Contract: .....	5
Information Required:.....	5
Submissions:.....	6
Project Manager:.....	6

### Author:

This consultant brief was prepared by officers of the National Trust of Western Australia

### Document control:

VERSION	ISSUED
Draft v 1 – internal	18/5/2021
V 2 Issue for quotation	21/5/2021

Apart from any fair dealing for the purposes of private study or research, as permitted under the Copyright Act, no part of the information in this document may be stored in a retrieval system, reproduced, or transmitted in any form or by any means without the permission of the National Trust of Western Australia.

**Introduction:**

The National Trust of Western Australia [the National Trust] is seeking expressions of interest from suitably qualified and experienced consultants to undertake inventories and significance assessments of collections at some of its properties.

The Trust aspires to awaken the community to the value of heritage. The Trust is a statutory authority that works under an Act of Parliament, and is also recognised as a not for profit, community based organisation and a registered charity. The National Trust works both for Government and for the community.

The Trust acknowledges its properties are situated on Aboriginal land across the state and recognises Aboriginal people remain the cultural and spiritual custodians of their land and continue to practise their values, languages, beliefs and knowledge. The Trust is committed to working with Aboriginal people to ensure these practices are recognised and included in the conservation and interpretation of its properties and Aboriginal people are consulted and involved in the development of Trust projects and programs.

**Background:**

The National Trust manages a portfolio of 64 heritage places, many of which are listed of the State Register of Heritage Places. The National Trust also manages a collection of some 20,000 moveable heritage artefacts. Within this collection are groupings of artefacts of state and potentially national significance.

One of these groupings, artefacts with direct provenance to specific National Trust properties, is estimated to comprise less than 10% of the total collection. The significance of these artefacts has not previously been considered in relation to the properties to which they are provenanced. Consequently these artefacts are not accessible to volunteers or the community other than to observe them on display with little or no interpretive context or understanding.

**Project Aims:**

Overall this project aims to undertake inventories of collections at four separate properties and to write a Significance Assessment for collections at five separate properties. This project will ultimately make the collections more accessible to the community as the significance assessments will be used to enhance understanding of the heritage values of the collections; to identify key artefacts to be featured on the (upcoming new) National Trust website; to assist with collections management; and to support interpretation and community engagement projects.

**Project Scope:**

The National Trust seeks to appoint consultants with a proven track record and experience in the preparation of inventories of museum collections, a good understanding of provenance, and the writing of Significance Assessments for collections. The consultants will be required to visit the properties to undertake this work and to provide their own equipment, accommodation and transport.

As the places are geographically diverse Consultants may submit to work on only one, a selection, or all of the places identified on the understanding they are able to meet the timeframes outlined under 'Project Timing' below.

The collections to which this project applies are held at:

- *Avondale* in the Shire of Beverley [Place No. 5566 on the State Register of Heritage Places]
- *Central Greenough* in the City of Great Geraldton [Place No. 1137 on the State Register of Heritage Places]
- *Mangowine* in the Shire of Nungarin [Place No. 24495 on the State Register of Heritage Places]
- *Warden Finnerty's Residence* in the Shire of Coolgardie [Place No. 577 on the State Register of Heritage Places]
- *Curtin Family Home* in Cottesloe [Place No. 7935 on the State Register of Heritage Places]

For *Avondale*, *Central Greenough*, *Mangowine* and *Warden Finnerty's Residence* the scope of work includes:

- Recording accession numbers, object names and physical locations
- Taking a reference quality photograph of each artefact
- Identifying and recording provenance based on legacy records
- Writing a Significance Assessment only for the component of the collection that is provenanced to the place

This project will be carried out using Excel spreadsheets to allow easy transfer of data into the National Trust's database. The consultants will be provided with spreadsheets populated with existing collections data to support the inventory process. The final inventories, photographs and significance assessments are to be provided in an electronic format.

Due to the nature of the legacy data the exact number of artefacts subject to inventory cannot be advised due to duplicate records, poorly defined data and undocumented objects. However it is **estimated** to be as follows:

<i>Avondale:</i>	230 artefacts + 20 books + unknown number of artefacts in the laboratory building
<i>Central Greenough:</i>	250 artefacts + 100 books
<i>Mangowine:</i>	180 artefacts + 20 books
<i>Warden Finnerty's Residence:</i>	120 artefacts + 40 books

With oversight by the National Trust's Collections Officer and the Manager Interpretation and Collections, the consultants will review legacy records to identify and verify provenance. These records are held at the Old Observatory in West Perth and will be made accessible to the consultants along with other relevant supporting information.

Once the provenanced artefacts are identified, the consultants will prepare a significance assessment of these artefacts and write a Statement of Significance (following the process identified in Significance 2.0 – A Guide to Assessing the Significance of Collections). The National Trust will then integrate the Statement of Significance for the provenanced collections into the Statement of Significance for the property with which they are associated.

The collection that is provenanced to *Curtin Family Home* has already been well documented, consequently the scope of work only involves undertaking a significance assessment (including a

Statement of Significance). A site visit is not required. There are 140 artefacts in the collection. Photographs, accession records and supporting information will be provided.

**Copyright:**

Copyright of all material, including photographs, produced during the course of the project will remain with the National Trust of Western Australia.

**Project Timing:**

This project will commence as soon as possible on appointment. The inventories are to be completed no later than 30<sup>th</sup> July 2021 and the significance assessments by 13<sup>th</sup> August 2021.

**Insurance Requirements:**

Each consultant is expected to hold Professional Indemnity Insurance to the value of \$1 million and Public Liability Insurance to the value of \$10 million.

**Project Budget:**

The project contract sums will be negotiated with the successful consultants.

It is suggested that consultants refer to the NLA website in identifying costs for significance assessments <https://www.nla.gov.au/chg/significance-assessments>. Similarly the ATO provides guidance on travel costs <https://www.ato.gov.au/law/view/pdf/pbr/td2020-005.pdf>

**Form of Contract:**

National Trust short form contract for consultancy/contract services. NOTE: Payment terms are 30 days from acceptable completion of work being invoiced.

**Information Required:**

Submissions from consultants must address the assessment criteria below. In addition they must nominate the collections they for which they have a preference due to existing familiarity with the history/subject matter of the properties and/or their collections.

Submissions will be evaluated against the following criteria:

1. Relevant qualifications and demonstrated experience in collection documentation and inventories
2. Demonstrated experience in the preparation of significance assessments for collections
3. Understanding of the tasks and outcomes of the project and ability to meet the timeframes
4. Knowledge of, and ability to identify, a broad range of historical artefact types

The following details must also be included within the submission:

- Name of the consultant, business address and relevant contact details
- Details of services offered
- Availability for work within the identified timeframe
- Hourly rates and confirmation of total fee including an itemised breakdown of all travel, accommodation and disbursements allowed for (the fee specific to each individual property is to be identified)

- Names and contact details of two referees who have had recent dealings with the consultant for similar work
- Levels of professional indemnity and public liability insurance and the name of the company that holds the policy

**Submissions:**

All submissions should be clearly marked 'Collections Inventory and Significance Projects' and submitted no later than 5pm Monday 7<sup>th</sup> June 2021 at the following address:

National Trust of Western Australia  
The Old Observatory  
4 Havelock Street  
WEST PERTH WA 6005  
Email: [trust@ntwa.com.au](mailto:trust@ntwa.com.au)

Email proposals received by the nominated closing date and time will be accepted provided that they are completed, signed, legible and include all necessary information required to be submitted as part of the proposal.

**Project Manager:**

Ms Sarah Murphy, Manager Interpretation and Collections  
Telephone: 9321 6088      Email: [sarah.murphy@ntwa.com.au](mailto:sarah.murphy@ntwa.com.au)